

Outsourcing of Payroll and Related Services to DFAS
Defense Civilian Pay System (DCPS) &
Automated Time, Attendance and Production System (ATAAPS)
Labor Council Meeting
April 15, 2003

GENERAL INFORMATION:

- Acronyms:
 - ELBS - Earnings, Leave and Benefits Statement
 - LES - Leave and Earnings Statement
 - ETAC – Energy Time and Attendance Coordinator
 - DFAS – Defense Finance and Accounting Service
 - DCPS - Defense Civilian Pay System
 - ATAAPS - Automated Time, Attendance and Production System
 - ESS – Employee Self Service
 - MyPay – DFAS’s employee self service system
 - CAC – Capital Accounting Center
 - CSR – Customer Service Representative
- Major Milestones:

- Initial Conversion Testing	4/7-4/30
- Interface Testing	5/5-7/18
- Release of DOE Functionality	6/2 & 6/10
- Mock Conversion (Dry Run)	6/2-6/10
- Just in Time Training	6/2-8/9
- Parallel Testing	Pay periods ending 7/12 and 7/26
- Live Implementation	Pay Period Beginning 8/10 (Pay Date 9/4)
- Pay Day: No change – second Thursday
- Payroll Office: Charleston, South Carolina
- Commercial Garnishments: Cleveland, Ohio
- Database: Separate database for DOE
- Policy Issues: If DOE and DFAS are not in agreement in payroll policy interpretations, all differences will be raised to the Office of Personnel Management (OPM) since these will be categorized as e-Payroll standardization issues.

Backpay – DFAS does not pay interest on administrative errors but will pay interest (when requested by the customer agency) on actions that are deliberately harmful or unwarranted against the employee.

- Information Available:

DOD Documentation -

- DFAS Homepage: <http://www.dfas.mil>
- ATAAPS: <https://dfas4dod.dfas.mil/systems/ataaps/index.htm>
(must type link)
- MyPay: <https://mypay.dfas.mil/FAQ.htm>

DOE Documentation -

- DOE Payroll Transition: <http://chris.inel.gov/payroll>

- Assistance: DOE/CAC Customer Service Representatives

- System Downtime (Eastern Time):

DCPS – Sunday 6:00 a.m. to 10:00 a.m.

MyPay - Daily (Except Sat. and Mon.) 00:01 A.M. - 01:45 A.M.

Every Sunday 00:01 A.M. - 2:00 A.M.

Saturday at end of Pay Period 11:00pm (Sat) - 1:00am (Sun)

ESS – Daily 6 a.m. – 7 a.m. (will prevent access to ATAAPS and MyPay)

- Backup/Disaster Recovery Methodologies:
ATAAPS – DOE
DCPS – Offsite
MyPay – Offsite
- DOE-Wide Calls – Coordinating and setting up the capability to conduct a DOE-wide conference call in May to provide information on the transition. Conducting a follow-up conference call in July and before going “live” with DFAS.

SUMMARY OF CHANGES:

Deductions:

The following table describes the various types of payroll deductions and information on the changes needed to transition to DFAS.

Type of Deduction	Example	Change from Current Practice
Chapter 13 (Bankruptcy)		Must be check payment
Charity	Combined Federal Campaign	No change.
Commercial Garnishment Administrative Fee		\$75 administration fee for each new garnishment
Employee Organization	Union Dues Health Club Dues DOE Child Care Centers	No change.
Federal Employee Group Life Insurance (FEGLI)		No change.
Federal Employee Health Benefit		No change.
FEHB Indebtedness		No change.
Flexible Spending Accounts		Will be available approx. 9/2003
Garnishment - Alimony		No change.
Garnishment - Child Support		No change.
Garnishment - Commercial		No change.
Involuntary Gov't Indebtedness		Must be check payment
Long Term Care		No change.
Military Deposit Deduction	Buy back military time	No change.
Retirement	CSRS, FERS	No change.
Savings Allotments	Payment to checking or savings accounts in financial institutions	Must be whole dollar amounts via Electronic Funds Transfer. Only 1 allotment per bank account.
Savings Bonds		See table of deduction amounts.
Tax Levy	Involuntary payment for taxes owed to IRS	No change.
Taxes (Medicare/OASDI/Federal/State/Local)	Current withholding taxes	City tax withholding available for employees in Ohio.
Thrift Savings Plan		No change.
Thrift Savings Plan Catch Up		Will be available approx. 9/2003
Thrift Savings Plan Loan		No change.
Travel Overpayment		Must be check payment
Tuition Reimbursement	Student Loan Repayment	No change.
Voluntary Alimony		Must be check payment
Voluntary Child Support		Must be check payment
Voluntary Govt Indebtedness		Must be check payment
Voluntary Tax Payments		Must be check payment and have a total payment amount.

Savings Bonds:

Currently, DOE requires that the bi-weekly U.S. Savings Bond allotment be at least \$3.75. DFAS will require allotments be in predetermined multiple amounts that vary with the Bond Series and denomination value. New bi-weekly allotments will be required to conform to the following amounts:

BOND SERIES	FACE VALUE	VALID ALLOTMENT AMOUNTS (\$)					
EE	\$100	5.00	6.25	10.00	12.50	25.00	50.00
EE	\$200	10.00	12.50	20.00	25.00	50.00	100.00
EE	\$500	25.00	31.25	50.00	62.50	125.00	250.00
EE	\$1,000	50.00	62.50	100.00	125.00	250.00	500.00
I	\$50	5.00	6.25	10.00	12.50	25.00	50.00
I	\$75	7.50	12.50	25.00	75.00		
I	\$100	10.00	12.50	20.00	25.00	50.00	100.00
I	\$200	20.00	25.00	50.00	100.00	200.00	
I	\$500	50.00	62.50	100.00	125.00	250.00	500.00
I	\$1,000	100.00	125.00	200.00	250.00	500.00	1000.00

Leave and earnings statements:

The Department has made a decision to terminate the mailing of the ELBS and will require the first-tier management to offer alternative arrangements to those who do not have access to a computer. In exceptional situations (e.g., employees on extended medical leave with no access to a computer), the CSR's can mail the ELBS.

DOE's ELBS is currently available on-line as follows: current plus 5 prior statements. DFAS's LES is available as follows: current plus 2 prior statements.

DOE is one of the few agencies that "advances" annual leave at the beginning of the leave year. The DFAS system doesn't "advance" annual leave, but allows a negative leave balance equal to the leave that will be earned in the leave year.

How to Read DFAS's LES:

Information that describes the areas on DFAS's LES can be found at the DFAS's web site: <http://www.dfas.mil/money/civpay/les.pdf>. DOE plans to post these definitions on DOE's payroll web site and provide hard copies to each of the Payroll Liaisons.

Definitions of "codes" on deductions area of the sample LES posted on DOE payroll's web site <http://chris.inel.gov/payroll>:

- #1 – Savings allotment #1 to financial institution in block #15 of LES

- AC – A for Standard \$10,000 option; C for family coverage
- K – FERS and FICA (Retirement Code as shown on SF-50)
- F3 – Basic + Option A + Option C (3x) - Federal Employee Group Life Insurance code as shown on the SF-50. Also available through OPM website for Federal Employee's Group Life Insurance Program
<http://www.opm.gov/insure/life/handbook/sf50tbl.asp>
- 105 – Blue Cross and Blue Shield (self and family) - Federal Employee Health Benefits description of code is available at the OPM website
<http://www.opm.gov/insure/01/> (Federal Employees Health Benefit Program)

Where to obtain information not available on DFAS's LES:

- name of the employing agency (Department of Energy will not appear on the statement) – Available on SF-50
- pay period number and beginning date of the pay period – Available at the CHRIS website at <http://chris.inel.gov> (Important Dates, Calendar of DOE Pay Periods and Pay Dates)
- savings bond balances – balance will be zero in the pay period a bond is purchased, employee can multiply number of pay periods since last purchase by deduction amount to determine balance
- agency contributions for retirement, FEGLI, health benefits, FICA/Medicare, and TSP – Available through CHRIS (ESS, Personnel Benefits Statement)
- year-to-date amounts for FICA wages, and federal and state taxable wages – on DFAS LES as Gross Pay and Taxable Wages
- date of birth – Available on SF-50
- scheduled work hours – Available on SF-50
- description of retirement system coverage – Available on SF-50
- name of health benefits carrier - Available at the OPM website
<http://www.opm.gov/insure/01/> (Federal Employees Health Benefit Program)
- number of multiples of additional FEGLI coverage for additional or family options – look up code at
<http://www.opm.gov/insure/life/handbook/sf50tbl.asp>
- all TSP enrollment data except the amount contributed. – DFAS LES includes amount contributed for pay period and year-to-date and percent per pay period, but does not include Vesting, TSP-SCD, Enrollment Status, Status Date. This data is available on the TSP Participant Statement TSP 8-A.

Employee Self Service:

By logging onto ESS, employees will have transparent access to the DFAS's MyPay web site for the following (no new password will be required):

- Leave and Earnings Statement (LES)
- Tax Statement (W-2)
- Direct Deposit for Salary
- Federal Tax Withholding
- Savings Bonds
- State Tax Withholding
- Allotments

Distribution of Pay Checks:

There are five employees who have their paychecks mailed to an address other than their address of record (e.g., office or post office box.). DFAS does not offer this alternative and will send the paychecks to the employee's address of record.

Compensatory time:

Employees who are unable to use compensatory time within 26 pay periods will be paid at the employees' overtime rate on the date the compensatory time was earned. This payout provision applies to employees who are exempt from the Fair Labor Standards Act and those who are not exempt.

DOE's 80 hour limit on carryover of compensatory time will be dropped.

Recording time and attendance:

All current time and attendance systems for Federal employees will be replaced with ATAAPS.

IRS Form W-2:

Because of the transition to DFAS, employees will receive two W-2s for calendar year 2003. DOE will issue a W-2 for the period January 1, 2003 through date of transition to DFAS. DFAS will issue W-2 from the date of transition through December 31, 2003. Employees will receive only one W-2 for 2004 and future years.

ATAAPS Overview

GENERAL INFORMATION:

- Owned/maintained by: DOD, Technology Services Organization, Pensacola, FL
- Application hosted: DOE Headquarters, Office of the CIO
- Two Environments: (1) Client Server and (2) Web Access by Remote Site Users
- Roles in ATAAPS:
 - Employees – input and review their own labor data (limited to designated organizations)
 - Timekeepers – input labor for multiple employees and other actions, e.g., ~~adding/changing certifiers~~ move employees between teams
 - Certifiers/Alternate Certifiers – certify T&A
 - System Administration – create and process interface files
- Deadlines For Input:
 - File is certified and submitted by Monday night of pay week; corrections can be made on Tuesday and Wednesday and resubmitted.
 - First pass of data to payroll will run on Wednesday night.Update 8/1/03: Certification must be complete by 4:00 p.m. EST on the Tuesday following the end of the pay period. Late submissions and corrections for the pay period must be submitted by Wednesday 4:00 p.m. EST.

SUMMARY OF CHANGES:

- Web-based in lieu of DOS-based.
- Approving officials will certify T&A electronically.
 - Certifiers cannot change an employee's time in ATAAPS. Only timekeepers and the database administrator can change an employee's time. Update 8/1/03: An employee who records his/her own time can change time in ATAAPS also.
- All hours will be recorded in 15-minute increments.
- Flexible enough to allow timekeepers and/or employees to input time.
- ETACs will no longer need to consolidate timekeepers' information and transmit a file to Payroll.
- Downloading new versions of the T&A system is no longer needed.
- Use of default labor and favorites may reduce input by timekeepers.
- New codes for recording T&A are listed in ATAAPS Help.

CONTINUED PRACTICES:

- Time will continue to be recorded by whoever is currently recording the time.

- ATAAPS accommodates different types of work schedules, i.e., AWS, 4/10.
- Procedures for requesting leave remain the same.

TRAINING:

- Just in time training to begin during the June timeframe.
- Focus is on a half-day class format (hands-on training).
- Train the trainer approach – ETACs to train timekeepers/certifiers.
- Training to be held at the following locations:
 - DOE Headquarters (Germantown and Forrestal locations)
 - NETL, Pittsburgh, PA
 - WAPA, Lakewood, CO
 - Albuquerque, NM
- Extensive On-line Help in ATAAPS (detailed process instructions)
- Exploring options of recording training session
- Developing guide for ATAAPS
- Setting up access capability for employees to test software